

Deleting Previous Recipients

Address Book isn't alone in saving e-mail addresses. The Mail program saves addresses you have previously e-mailed. If you have already deleted the contact in Address Book and their address still comes up in Mail, then you would have to delete that previous recipient in Mail to fully expunge that contract.

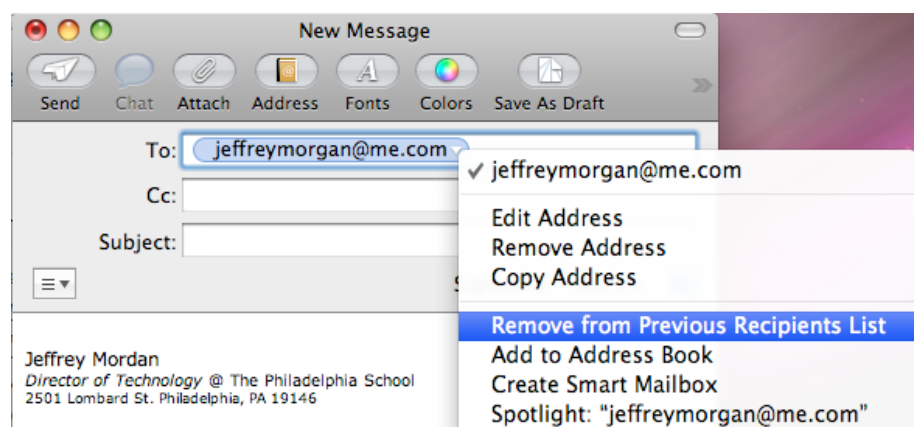
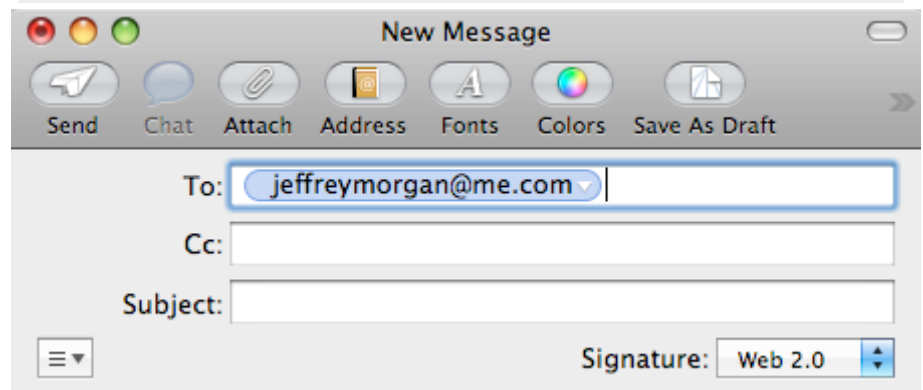
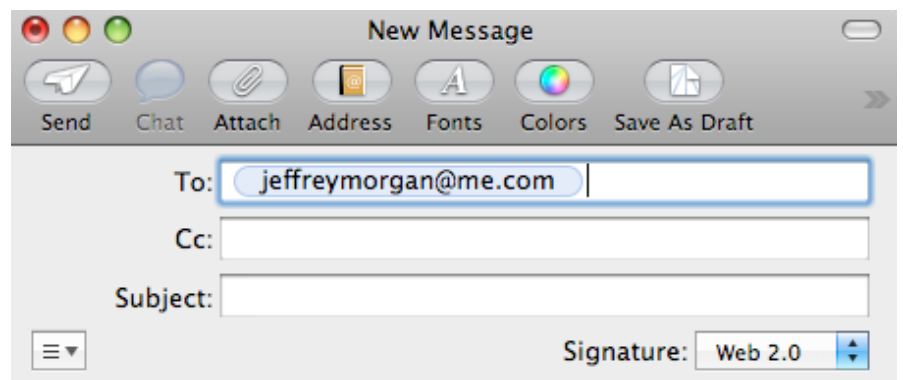
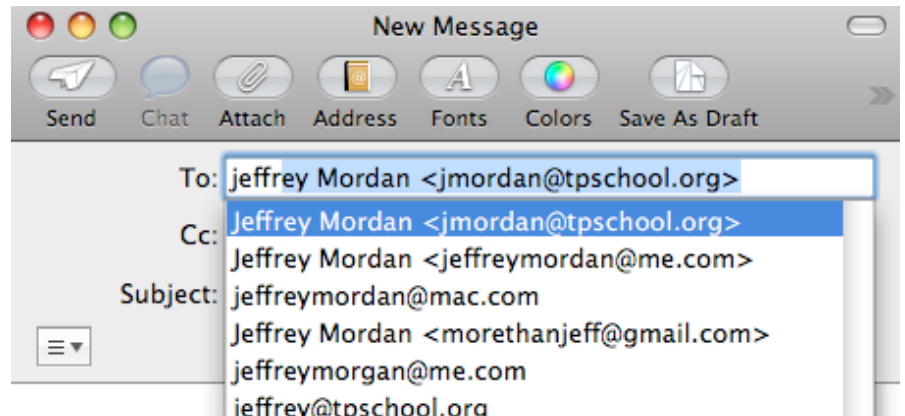


1. Begin a new e-mail message. Start to type the name or addresses of the contact you want to delete. In the following example, I typed my own name. You can see that there are contacts where my name is to the left with an e-mail address to the right in brackets. That usually tells me I was responding to an e-mail (where I knew the name of the sender), or that those contacts are in my Address Book. Those contacts without a name are most often those saved in Mail.

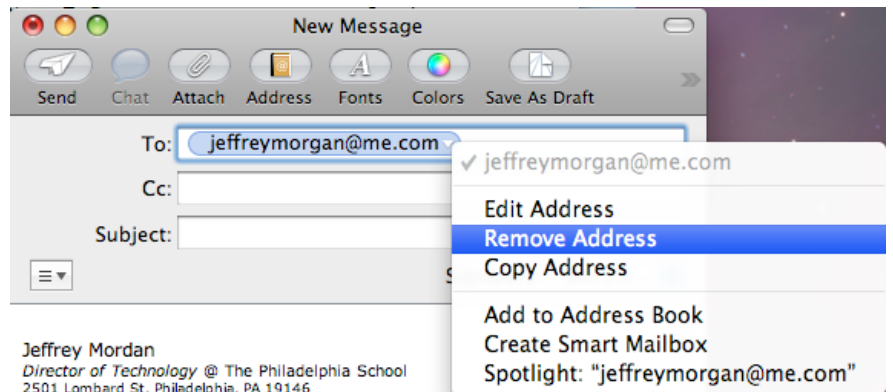
2. Choose the name you want to delete (in this example, I typed my name incorrectly).

3. Roll your cursor over the address until it's highlighted in blue and you see a white arrow to the right of it.

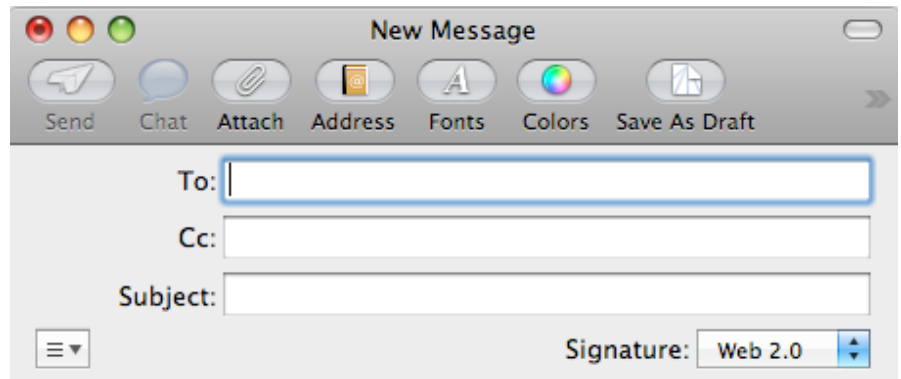
4. Click on the white arrow and choose "Remove from Previous Recipients List" from the pull down menu.



5. Then click on the arrow again and choose "Remove Address" or ...



delete the address by clicking your delete key.



The next time you type that name or address, it will no longer come up.

Hooray!

